

DEPARTMENT OF REVENUE
FINANCIAL SERVICES DIVISION
REVENUE RESEARCH

Program Records Retention and Disposition Schedule

The Program Records Retention and Disposition Schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provisions of Chapters 121 and 132 of the General Statutes of North Carolina, it is agreed that the records of the

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do not and will not have further official use or value for administrative, research, or reference purposes after the respective retention periods specified herein. The Department of Cultural Resources consents to the destruction or other disposition of these records in accordance with the retention and disposition instructions specified in this schedule. The agency agrees to comply with 07 NCAC 04M. 0510 when deciding on a method of destruction. Confidential records will be destroyed in such a manner that the records cannot be practicably read or reconstructed. However, records subject to audit or those legally required for ongoing official proceedings must be retained until released from such audits or official proceedings, notwithstanding the instructions of this schedule.

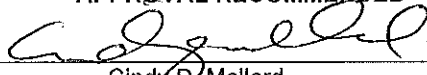
The Department of Revenue and the Department of Cultural Resources agree that certain records series possess only brief administrative, fiscal, legal, research, and reference value. These records series have been designated by retention periods which allow them to be destroyed when "administrative/reference value ends." The Department of Revenue hereby agrees that it will establish and enforce internal policies setting minimum retention periods for records with this disposition instruction. Without the establishment of internal policies, the agency is not authorized by the Department of Cultural Resources to destroy these records.

The Department of Revenue and the Department of Cultural Resources concur that the long-term and/or permanent preservation of electronic records require additional commitment and active management by the agency. The Department of Revenue agrees to comply with all policies, standards, and best practices published by the Department of Cultural Resources regarding the creation and management of electronic records.

E-mail messages sent or received by Executive Branch agencies shall be retained for 10 years pursuant to Executive Order No. 18 (issued July 7, 2009 by Governor Beverly Perdue) and as set forth in G1 of the General Schedule for State Agency Records. Any e-mail messages requiring retention longer than 10 years, including those with permanent historical value, shall be designated with specific retention periods in this program records schedule. Public records including electronic records not listed in this schedule or in the *General Schedule for State Agency Records* are not authorized to be destroyed.

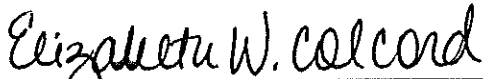
The Department of Revenue agrees to destroy, transfer or dispose of records in the manner and the times specified herein. This schedule is to remain in effect until superseded.

APPROVAL RECOMMENDED



Cindy D. Mallard

Chief Records Officer and Director
Documents and Payments Processing Division



Elizabeth W. Colcord, Chief Financial Officer
Financial Services

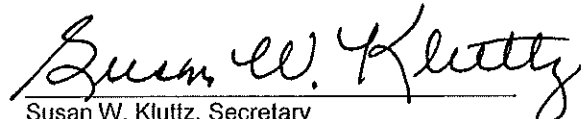


Sarah E. Koonts, Director
Division of Archives and Records

APPROVED



Lyons Gray, Secretary
Department of Revenue



Susan W. Kluttz, Secretary
Department of Cultural Resources

**DEPARTMENT OF REVENUE
FINANCIAL SERVICES DIVISION
REVENUE RESEARCH**

ITEM 15219. STATISTICAL FILE

Working papers and statistical summaries used to compile monthly and annual statistical reports for the department. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 fiscal year and annual statistical reports have been completed.

ITEM 15413. CORRESPONDENCE FILE

Records in paper and electronic formats, including e-mail, created or received in the performance of office tasks. File includes comparative statements of collections, correspondence received from individuals and state agencies requesting information regarding tax matters, requests for pamphlets, extracts from machinery act books, reference copies of official tax publications, comparative statements of collections, and other related records. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 15414. REVENUE ESTIMATION FILE

Records in paper and electronic records, including e-mail, concerning estimation of effects due to proposed tax changes. File includes correspondence, statistical summaries, tax tables, and other related records. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 15415. DIVISION (REFERENCE) FILE

Reference copies of state tax reports, budget revenue act publications, machinery act books, and National Association of Statistical Abstracts (US). File includes other publications and tax-related materials utilized in the daily operation of Revenue Research.

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 15416. BIENNIAL STATE TAX EXPENDITURE REPORTS FILE

Records concerning the preparation of the biennial state expenditure report. File includes worktables, reports, conference materials, and statistics summaries assembled to prepare the biennial state expenditure report. Reports include reduction estimates, exclusion credits and refunds, preferential tax rates, and other related data. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office after third succeeding report is completed.

ITEM 15420. LOCAL REVENUE DISTRIBUTION REPORTS FILE

Records concerning tax rates, tax exemptions, district tax levies, tax valuations and assessments of real and tangible personal properties, certification of revenues circulated to local units, total evaluations, and business practices used to establish property taxes rates, and other related topics. File includes correspondence, questionnaires, county and municipal annual reports, statistical worktables, prepared tax tables, tax worksheets, and other related records.

DISPOSITION INSTRUCTIONS: Function and records transferred to Tax Administration, Local Government Division.

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ITEM 15421. TAX TABLES AND STATISTICAL SUMMARIES FILE

Records concerning tax revenues. File includes data sheets and prepared tax tables summarizing funding sources of revenue for the state. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 15424. DOMESTIC CORPORATION INCOME (REFERENCE) FILE

Reports and data sheets concerning taxable and non-taxable income of domestic corporations. Reports and data sheets include information regarding income, loss, classification, contributions, apportioned income, and other related topics. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 15432. INDIVIDUAL INCOME TAX (REFERENCE) FILE

Reports concerning individual income. Reports include taxpayer's filing status, number of dependents, gross income derived from all sources, additions to and deductions from federal taxable income, credits, and related information. (Reports are generated from department's Integrated Tax Administration System (ITAS).) (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 15433. SALES AND USE TAX COLLECTIONS (REPORTS) FILE

Reports concerning sales and use tax collections. File includes data regarding taxable sales, non-taxable sales, tax collections and penalties and interests. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 15434. TAX RATE HISTORY DATABASE (ELECTRONIC) FILE

Electronic records concerning histories of tax rate changes.

DISPOSITION INSTRUCTIONS: Destroy in office after 5 years.

ITEM 15435. NATIONAL TAX ASSOCIATION AND FEDERATION OF TAX ADMINISTRATORS FILE

Records concerning revenue-estimating procedures, forecasting records, report of conferences, agendas, and other related records.

DISPOSITION INSTRUCTIONS: Item Discontinued. All records destroyed.

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**ITEM 15444. TAX LOSS DISTRIBUTION DUE TO TENNESSEE VALLEY AUTHORITY (TVA)
OPERATIONS FILE**

Records concerning revenue calculations on the distribution of funds. File includes records of expenditures, tables of losses caused by TVA operations, statistical data, tax law correspondence, work sheets, book value estimation of TVA property records, tax rates, computation of tax levies, and payment records. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Function and records transferred to Tax Administration, Local Government Division.

ITEM 48993. BUSINESS INCENTIVE TAX CREDITS FILE

Records concerning G.S. 105, Articles 3A - 3K involving awarding tax credits as business incentives. File includes tax returns, tax schedules, documents used to test scanning process, and other related records. (Records are scanned into the William S. Lee Tax Credits Incentives Database (Electronic) File (Item 48995) at designated times of the year. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office after 1 year.

ITEM 48994. WILLIAM S. LEE TAX CREDIT INCENTIVES (REPORTS) FILE

Reports concerning William S. Lee tax credit incentives available to qualified businesses. Reports included social security and federal employer identification numbers, legal names of businesses, amounts of credits generated per year, and other related information. (Reports are generated from the William S. Lee Tax Credits Incentives Database (Electronic) File (Item 48995).) (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office when reference value ends.

ITEM 48995. WILLIAM S. LEE TAX CREDIT INCENTIVES DATABASE (ELECTRONIC) FILE

Database concerning individuals, corporations, partnerships, estates, trusts, and insurance companies for tax credits limited to 50% of tax due. Data fields include contact information, social security numbers, legal names of businesses, federal employer identification numbers, and other related data. (Information is scanned into this database from the Business Incentive Tax Credits File (Item 48993). Note: This database does not include any federal taxpayer information.) (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Update in office routinely. Retain in office permanently.

ITEM 48996. WILLIAM S. LEE TAX CREDIT DATABASE DAILY ERROR REPORTS FILE

Daily reports identifying data entry errors, rejected scans, and other related information. (Comply with applicable provisions of G.S. 105-241; G.S. 105-259; G.S. 105-262; NCAC T17-C1-S1C.0503; G.S. 105-129; G.S. 105-228.5; G.S. 132-1.1; IRS 1075, Exhibit 3; and Internal Revenue Code, Section 6103 concerning confidentiality of taxpayer records.)

DISPOSITION INSTRUCTIONS: Destroy in office after superseded or obsolete.